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FAC Spotlight:
Chief Information Security
Officer Shares Best Practices
For Cyber Security
While Traveling

While summer vacation season is almost over, COT's chief security officer, Katrina Lemay, says it's always good to think about cyber security whether on vacation, business travel or a weekend get-away.

Cyber crime does not take a vacation; we need to remain vigilant and be careful about our online activities and protecting our information. If we aren't, we're just opening the door for identity theft and other crimes. Fortunately, we can minimize the risk of becoming the next statistic.

Lemay suggests the following best practices that will help your next adventure be cyber safe.



Save the Social Media Travel Posts Until You Get Back Home
 It may be tempting to post details of where and when you'll be traveling, but don't. By revealing such specifics, you are providing information that could be used by criminals to target your home while you're gone. Another common scam involves compromising email accounts to contact your friends or family with requests for help, claiming that you were robbed while on vacation and need money.

Sending private posts and photos during your vacation to family and friends is ok, but if you post them publicly, you increase the risk of someone using that information for malicious activities. Also, make sure your children understand what, and when, they should post regarding your travel plans.

Do Not Use Public Computers and Public Wireless Access for Sensitive Transactions

Whether you're entertaining the kids by streaming a video on a tablet, downloading new travel apps on your smartphone or even taking your tablet poolside, there are precautions you should take to make sure your personal information is safe.

Humana Vitality Health Screenings
Aug. 13 at COT

Earn up to 4,000 Vitality bucks
Details on Pg. 3

Wi-Fi spots in airports, hotels, train stations, coffee shops, and other public places can be convenient, but they're often not secure, and can leave you at risk. If you're online through an unsecured network, you should be aware that individuals with malicious intent may have established a Wi-Fi network with the intent to eavesdrop on your connection. This could allow them to steal your credentials, financial information, or other sensitive and personal information. It's also possible that they could infect your system with malware.

Any free Wi-Fi should be considered to be "unsecure." Therefore, be cautious about the sites you visit and the information you release.

Consider turning off features on your computer or mobile devices that allow you to automatically connect to Wi-Fi. Also consider using a cellular 3G/4G connection, which is

generally safer than a Wi-Fi connection.

Protect Your Smartphone, Laptop, or Other Portable Devices While Traveling

Don't let your devices out of your sight. Just as your wallet contains lots of important and personal information that you wouldn't want to lose, so too do your portable devices. Never store your laptop as checked luggage. If there is a room safe available at your hotel, use it to securely store your devices.

Make sure your laptop and other mobile devices have the latest software installed. Your device manufacturer should notify you whenever an update is available.

Use of security software is a must. Many of these programs can also locate a missing or stolen phone, tablet or other similar device. These programs will back up your data and can even remotely wipe all data from the phone if it is reported stolen. Make sure you have strong passwords, and encryption where possible, on these devices in case they are lost or stolen.

For more information about how to stay safe in cyberspace, visit the Center for Internet Security at www.cisecurity.org

Child Care Assistance Program Applications Now Being Accepted

Child Care Assistance Program (CCAP) applications are now being accepted by the Kentucky Department for Community Based Services (DCBS). CCAP, through the Child Care Council (3C's) of Kentucky, provides access to quality child care for eligible parents and legal guardians who work or attend education and training programs.

DCBS, part of the Cabinet for Health and Family Services, reopened CCAP after closing it to new applicants in April 2013 because of a budget shortfall in the department's fiscal year 2014 budget.

In June, Gov. Steve Beshear directed an increase of funding for the program, opening the assistance to families who have not been eligible for services for more than a year. CCAP assistance has been restored for FY15 to 140 percent of the Federal Poverty Level (FPL), and will be available to 150 percent of FPL beginning July 1, 2015.

Gov. Beshear said the restoration of funds is part of his pledge to support Kentucky families despite ongoing budget cuts and shortfalls. "Now, these parents won't have to make a choice between child care and a job or job training," Gov. Beshear said. "And their children will benefit from the quality services that will help their early development."

Parents or guardians must meet eligibility requirements – including income, work participation and residency, to qualify. They must submit an application, be screened for eligibility, and scheduled for a meeting with DCBS staff or 3C's staff to verify financial and other information.

Parents can begin the CCAP application process in several ways:

The fastest and easiest way is to apply online at <http://chfs.ky.gov/ccap>.

Complete and submit an "intent to apply" form, available online. This does not complete the application, but it protects the application date and eliminates an initial office visit. Apply in person.

All information about CCAP eligibility and the application process and downloadable applications are online at childcarecouncilofky.com. Or find out more by calling the Child Care Council at 1-800-809-7076. In Lexington, call 859-254-9176.

Learn more about the Division of Child Care online at chfs.ky.gov/dcbs/dcc.



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MATTER®**

Invest early. Invest often.

Family Fun at River Blast 2014!!!

**New from the
Ky River
Authority**

Come Connect to the Great
Outdoors and Enjoy Family Fun at
the Inaugural River Event
Celebrating the 40th Anniversary
of Fort Boonesborough State Park
I-75 exit 95

Presented by



Fireworks Show by



Register for Paddling Races at
www.bluegrasstomorrow.org

For More Information Contact
www.bluegrasstomorrow.org
www.facebook.com/riverblast
859-217-9614

Come Explore and Learn About the
Kentucky River as an Authentic
Resource of Water, Recreation,
Geology, Wildlife, Beauty and History.
Enjoy These Activities:

Paddling Races – start 8am
Car Show – 12 noon to 4pm
Live Music – 4pm to 10pm
Educational Exhibits
Children's Activities
Arts & Crafts
Food Vendors
Beer Garden



Please note: This is open to all Finance employees, not just COT.

Humana Vitality rewards you for getting your Vitality Check – **2,000 Vitality Bucks** just for completing the assessment and up to 2,000 Vitality Bucks for results in healthy ranges. Please see instructions below to schedule your appointment for August 13.

APPOINTMENTS ARE REQUIRED for these Checks. Please do not arrive more than 5-10 minutes prior to your appointment and appointments should last approximately 12 minutes each.

You will need to sign in at COT, so please plan your arrival accordingly.



EMPLOYEE HEALTH SCREENINGS *Humana Vitality*

Commonwealth Office of Technology
COT Employees ONLY
101 Cold Harbor Drive
Frankfort, KY 40601
1st Floor Training Room

August 13, 2014
8:00 am - 1:30 pm

Register today to reserve your appointment. By appointment only, no walk-ins.

Tests include: Full Lipid Panel (Cholesterol, HDL, LDL, Triglycerides), Fasting Glucose, Blood Pressure, Height, Weight, Waist Circumference and BMI.

eHealthScreenings
screenings made simple

REGISTRATION IS SIMPLE. JUST FOLLOW THESE STEPS.

1. Go to www.livingwell.ky.gov.
2. Click on the [free health screenings](#) link to sign up.
3. Within the **New User** section on the left hand side, enter your assigned default username and password. For your assigned default username and password use the following format:
USERNAME: First Initial + Last Initial + DOB (MMDDYYYY) (example: John Smith born 4/23/1975 is JS04231975)
PASSWORD: LastName + last 4 SSN (example: John Smith social 123456789 is Smith6789)
4. Enter the Screening Key: **HWS04** and click on **Log In**.
5. In the **Update Login** section, enter a New Username and Password and answer two security questions. click **Register**.
6. Select the **County** where you would like to complete your screening.
7. Find the location and date that fits best in your schedule. Use the drop down function to choose your desired time, check the corresponding box, and click **Continue**.
8. Accept each of the two EHS consent forms **Health Screening Consent** and **HIPAA Authorization**. Please acknowledge both forms by checking the "I agree" box located at the bottom of each consent. Scroll down to the bottom of the page to the **Signature** section. Enter first & last name and date. Click **Submit** on the right hand side.

Once you have completed the sign-up process, a confirmation page will be generated for you to print for your records. You will also receive a confirmation email with the same information just after scheduling your appointment and 24 hours before your appointment time.

REMEMBER: You must fast (no food) for 9 hours before your appointment. [Please drink plenty of water.](#) Continue to take any prescription medications. If you are diabetic, please consult your physician before fasting.

Having trouble registering? Please call eHealthScreenings customer service Mon-Fri 7am - 6pm CST at 888-708-8807, ext 1.

HumanaVitality® rewards you for getting your Vitality Check. You receive 2,000 Vitality Bucks just for completing and up to an additional 2,000 Vitality Bucks for results in healthy ranges. Visit Livingwell.ky.gov and click on "HumanaVitality Login" to redeem your Vitality Bucks 30-45 days following your screening.